
To: Real Estate Department Partners

Notice: **RED-12-30**

From: Real Estate Department- Compliance and Asset Management

Date: May 23, 2012

Re: **Cancellation Policy for Tax Credit Compliance Training Sessions**

The following policy applies ONLY to the live tax credit compliance trainings offered by IHCDA in partnership with Zeffert & Associates (formerly known as Compliance Solutions).

IHCDA understands that there are valid reasons to cancel a registration. However, last minute cancellations cause administrative burden on IHCDA staff and often result in empty seats at training sessions. Therefore, the following cancellation policy is effective immediately.

“Advance Cancellations”

Cancellations made one week or more prior to the first day of a training session will be considered advance cancellations. Advance cancellations are eligible for a substitution (different person for the same training date), refund of previously paid fees, or cancellation of unpaid fees. To make an advance cancellation, email Matt Rayburn at mrayburn@ihcda.in.gov.

July 24 & 25 training in Anderson- Advanced Cancellation deadline is July 17th.

October 23 & 24 training in Nashville- Advanced Cancellation deadline is October 16th.

“Late Cancellations”

Cancellations made less than one week prior to the first day of a training session will be considered late cancellations. Late cancellations are only eligible for a substitution of a different person for the same training date. Refunds will not be given and any unpaid fees will remain due to IHCDA.

Questions

Questions about this policy or other compliance training related items can be directed to Matt Rayburn at mrayburn@ihcda.in.gov or 317-233-9564. The 2012 training schedule and registration are available online at the [Compliance and Asset Management webpage](#).

